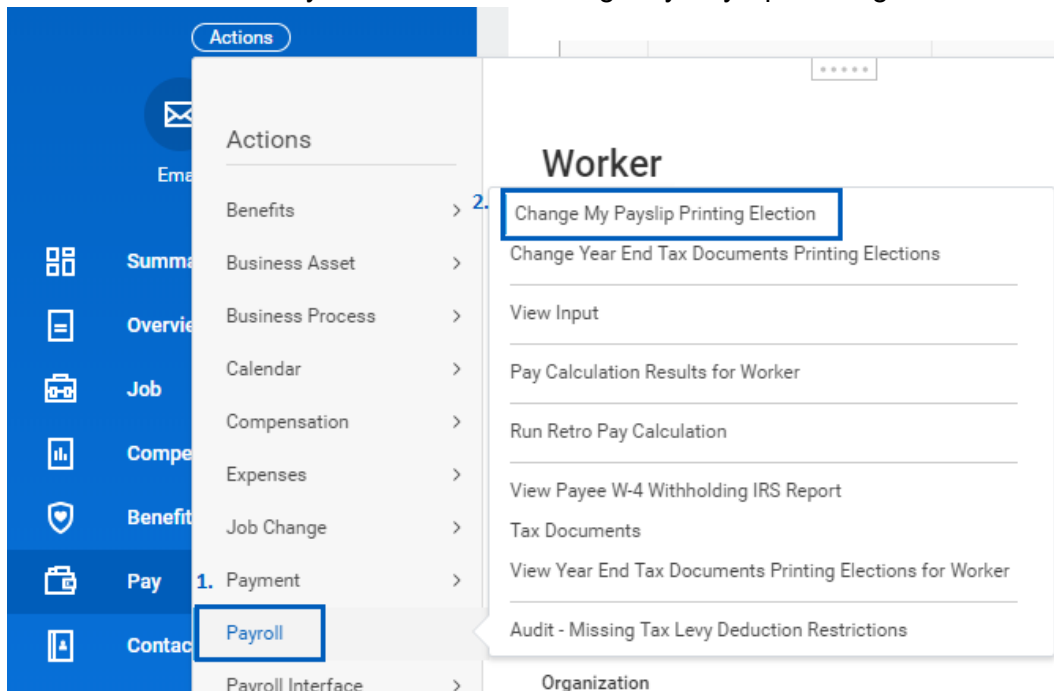


Go Green Pay Advices

Purpose: **Going green** is easy when you choose eco-friendly payroll options like **paperless payroll**. Save paper, save money and eliminate waste. **Going green** has many benefits and you'll be able to gain online access to your data in a safe environment.

Procedure

1. Open an internet browser like Google Chrome and access Workday
2. Click your picture, and then click "View Profile"
3. Once in your profile select the "Actions" tab
4. Scroll down & click "Payroll" and select "Change My Payslip Printing Elections"



5. In the Change Payslip Printing Election screen click "OK" to proceed

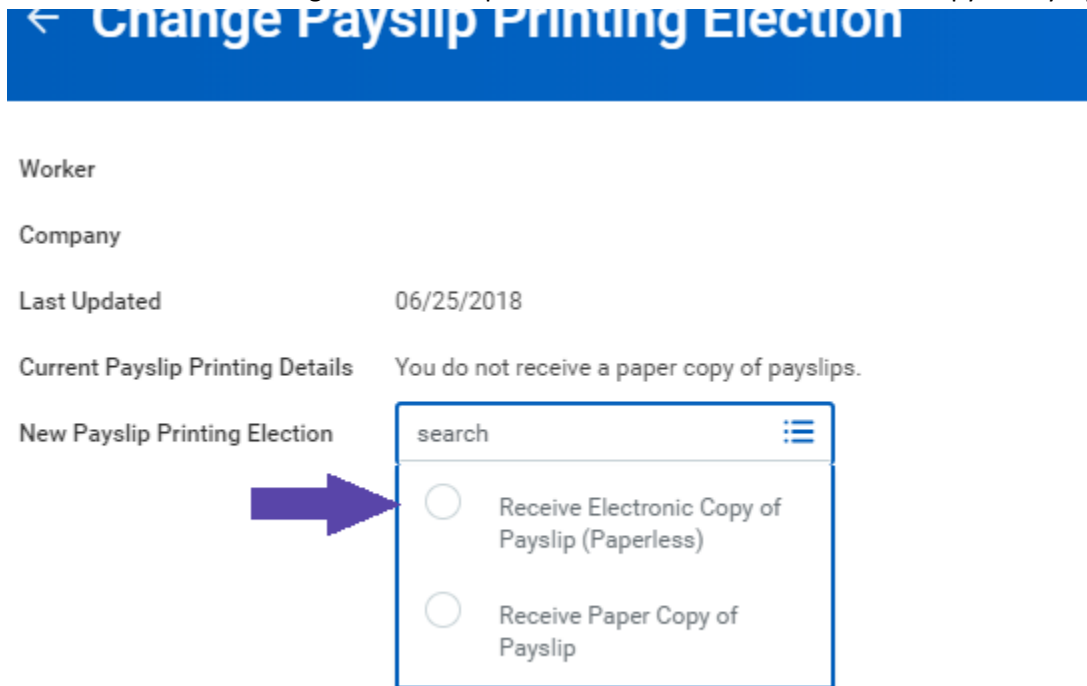
Change Payslip Printing Election

Worker for Payslip Printing Election *

Company *

Go Green Pay Advices

6. Click on the “New Printing Election” dropdown and click “Receive Electronic Copy of Payslip”.



← **Change Payslip Printing Election**

Worker

Company

Last Updated 06/25/2018

Current Payslip Printing Details You do not receive a paper copy of payslips.

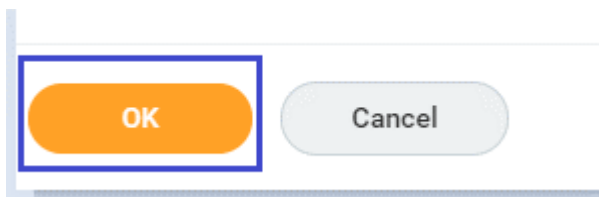
New Payslip Printing Election

search

Receive Electronic Copy of Payslip (Paperless)

Receive Paper Copy of Payslip

Then click “OK”



OK Cancel

This completes the submitting the change of Payslip Printing Elections.